



DEPARTMENT OF PERSONNEL

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MEMO PERD #24/05

July 6, 2005

TO: Department Directors
Division Administrators

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: Grievance Extension Form

Earlier this year the Personnel Commission temporally amended NAC 284.678, "Statement of grievance: Contents, time to file." The changes were in response to a proposal to "allow the appointing authority or his designated representative and the employee to enter into an agreement to extend the time to file a grievance." Subsections 4 and 5 were added to NAC 284.678 and read as follows:

- If the parties are engaged in informal discussions in an attempt to resolve the matter, the time limit for filing the grievance may be extended by the mutual agreement of the employee and the appointing authority or his designated representative. Any extension must be reduced to writing and signed by the parties on a form developed by the Department.
- Extensions may be granted at each step of the grievance procedure utilizing the procedures listed in subsection 4.

Attached is the new form "Agreement to Extend Grievance Filing Periods." This form must be used to extend any step of the grievance process. If you have any questions regarding the use of this form, please contact Kurt Anderson, Personnel Analyst, at (775) 684-0111.

JG:sq

cc: Agency Personnel Liaisons
Agency Personnel Representatives

State of Nevada
AGREEMENT TO EXTEND GRIEVANCE FILING PERIODS
(Pursuant to NAC 284.678)

This form must be used in order for an employee and an appointing authority (or his designated representative) to extend the initial grievance filing period or the filing period for subsequent steps as specified in NAC 284.678 through 284.697.

By entering into this agreement, the parties agree to the conditions specified in this document and fully intend to act in good faith to resolve this matter. In the event that the parties cannot reach a resolution to this matter within this extended time frame, another extension may be agreed upon on a separate form. If there is not an agreement from both parties for another extension, the grievant will then continue with the prescribed procedures pursuant to NAC 284.678 through 284.697. If a grievance is subsequently filed with the Employee-Management Committee, this form must be attached to the NPD-50.

Agency Name

Pursuant to NAC 284.678, _____ and _____
(print or type appointing authority's name) (print or type employee's name)

hereby agree to extend the:

- ☐ date of the initial filing period
- ☐ filing period for step # _____

in order to continue working towards resolution of this matter before proceeding to the next step of the grievance process. We agree to extend

this period to _____ at 5:00 p.m.
(date)

(Although not specifically mandated, the Employee-Management Committee strongly recommends that the parties do not extend the informal discussion process more than 15 working days unless significant progress is being made towards a workable solution.)

Employee: _____

Signature

Date

Print Name

Print Title

Appointing Authority or
Designated Representative: _____

Signature

Date

Print Name

Print Title